

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  1/16	CHAPTER  3	SECTION  3.2
CHAPTER Chapter 3. Applying to the Program	SUBJECT Application Review Process			

### **New CACFP Applicants:**

An independent child care center or sponsoring organization of a center that is applying for the first time to participate in the Child and Adult Care Food Program (CACFP) must submit an application to the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (CFNA). Application packets are available on the CACFP web page at <http://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/>

CFNA will notify the center within 30 calendar days from receipt of any information needed to approve the application. When the application is complete and meets all requirements, the center application is approved and a Program services permanent contract is issued. The contract will be dated for the day that the application is approved by the Division of Administration. This date is considered the first day the center is eligible to claim meals in the CACFP.

If the center application is denied, the facility will be given an opportunity to file an appeal. Applications may be denied for newly applying centers or sponsors under the following conditions:

- Submission of false information on the application, including but not limited to a determination that the institution has concealed a conviction for any activity that occurred during the past seven years and that indicates a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity.
- CFNA is prohibited from approving an institution's application if, during the past seven years, the institution or any of its principals have been declared ineligible for any other publicly funded program by reason of violating that program's requirements. However, this prohibition does not apply if the institution or the principal has been fully reinstated in, or determined eligible for that program.
- Any other action affecting the institution's ability to administer the Program in accordance with Program requirements.

### **Center/Sponsor Renewals:**

Participating centers or sponsors will be required to complete the application renewal process annually. As a contracted organization under the CACFP, all facilities must revise the CACFP web-based application (Center Information Sheet(s) and Sponsor Information Sheet) every year on the website at: <https://dhssweb04.dhss.mo.gov/cnp>. Selected organizations will complete an online Budget on a triennial basis. All Sponsoring Organizations of two or more centers must complete the web-based Management Plan and Budget.

The application renewal process must be completed on or before the end of September to assure uninterrupted participation in the CACFP.

\*A permanent contract for participation in CACFP may be revoked, based on historical problems, as documented by CFNA. Problems include, but are not limited to:

- Submission of false information on the application, including but not limited to a determination that the institution has concealed a conviction for any activity that occurred during the past seven years and that indicates a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity;
- Permitting an individual who is on the National Disqualified List to serve in a principal capacity with the institution or, if a sponsoring organization, permitting such an individual to serve as a principal in a sponsored center;
- Failure to operate the program in conformance with standards set forth in Federal Regulations;
- Failure to comply with the bid procedures and contract requirements of applicable Federal procurement regulations;
- Failure to maintain adequate records;
- Failure to adjust meal orders to conform to the variations in the number of participants;
- Claiming reimbursement for meals not served to participants;
- Claiming reimbursement for a significant number of meals that do not meet Program requirements;
- Use of a food service management company that is in violation of health codes;
- Failure of a sponsoring organization to disburse payments to its facilities in accordance with regulations, or in accordance with its management plan;
- Claiming reimbursement for meals served by a proprietary title XX child center during a calendar month in which less than 25 percent of its enrolled children, or 25 percent of licensed capacity, whichever is less, were Title XX beneficiaries;
- Failure by a sponsoring organization to properly train or monitor sponsored facilities in accordance with regulations;
- Failure to perform any of the other financial and administrative responsibilities required by regulation;
- The fact that the institution or any of the institution's principals have been declared ineligible for any other publicly funded program by reason of violating that program's requirements. However, this

prohibition does not apply if the institution or the principal has been fully reinstated in, or is now eligible to participate in, that program, including the payment of any debts owed;

- Any other action affecting the institution's ability to administer the Program in accordance with Program requirements.

Any decision made by CFNA to deny an application can be appealed. See Chapter 12 for appeal procedures.

Reference: 7 CFR 226.6(b)(1) and (2)

CACFP 19-2011 Child Nutrition Reauthorization 2010: Child and Adult Care Food Program

Applications

CACFP 07-2011 Child Nutrition Reauthorization 2010: Permanent Agreements in the

Summer Food Service Program and the Child and Adult Care Food Program

CACFP 15-2013 Existing Flexibilities in CACFP